

# CONNECTIONS

DAS Human Resource Business Center

Issue No. 30

June 2000

## DAS eliminates repetitive stress for physical fitness tests

The protection services physical fitness test is looking less time-consuming to applicants. The Department of Administrative Services has streamlined the tests to encompass one day, for one test, to apply to multiple job applications.

In the past if applicants applied for a job as a Correction Officer in the Department of Correction (DOC) and as a State Police Trooper Trainee in the Department of Public Safety, they would have to take the same physical assessment test twice, on two separate days.

"Talk about saving time and money," said Human Resources Business Center Assessment Director Dr. Pamela Libby. "We wrapped up testing for five different state agencies in nine days. Previously this took weeks."



*continued on page 2*

## Human Resource Management Online

*from [www.monster.com](http://www.monster.com)*

The Fielding Institute, [www.fielding.edu](http://www.fielding.edu), a private graduate school in Santa Barbara, California, offers one of the most creative virtual degree programs for HR personnel. What distinguishes Fielding's distance learning Master's in Organizational Design & Effectiveness is not just that the degree is taught on the World Wide Web. Also distinct at Fielding is the idea that the time has come to teach HR personnel virtual business communication skills — how to purposefully use new educational technology platforms to facilitate knowledge sharing.

The field of organizational design is not new. The concentration of organizational design is the study of how people learn to work together in large corporate groups. It's group psychology, of a sort. OD, as it is familiarly known, is all about how to build corporate infrastructures or "societies" where people feel a sense of belonging, motivation, and productivity.

Why earn your graduate degree online? Fielding's answer to

*continued on page 2*

### Contents

***Fitness reps.....page 1***

***HR.com.....page 1***

***Memo 2000.....page 2***

***HRLC.....page 3***

***Ad tips.....page 4***

***fitness tests continued***

DAS' HRBC office painstakingly went through the application lists and picked out the multiple job applications. Even with today's computer technology, this was the only way to assure that multiple applicants need only appear once for their physical fitness assessment test.

Another serious problem was staffing. In the past, it was mostly DAS employees who monitored the test procedure, which meant paying employees overtime. "It worked out great this time," said Libby. "There was a good mix of monitors from several agencies including the Department of Environmental Protection, who had an interest because of the Conservation Enforcement Officer applicants, and other agencies who hire Protection Services trainees. It's really wonderful to see agencies working together for a common goal. Sometimes we can get very separated from one another even though we're working towards the same objective."

An added feature to this year's test procedure enabled applicants who had received their results, to schedule, the next stage of the exam. For example, if an applicant passed the physical assessment test and was applying for a position with both State Police and the DOC, he/she could meet with a representative from each agency to make the necessary test arrangements. "It's all about saving time and removing redundancy," said Libby. "And every year we do this testing, we find another layer of unnecessary repetitiveness."

***HR management online continued***

that question is that we live in a global society where more and more communication will occur electronically rather than face-to-face. Those who master online communication can expect to enjoy the career benefits of having unique business skills.

Fielding's distance learning graduate program brings together learners and faculty from Europe, Canada, the USA, and South Africa. Students begin their studies by convening in either Santa Barbara, California or Santa Fe, New Mexico for a 3-day orientation. They then return to their countries of origin to study with each other via electronic seminars.

## Official Memoranda 2000

**00-013** Status of General Letter Review Project

**00-012** Performance Assessment and Recognition System (PARS)

**00-011** Salary Schedules

**00-010** General Letter No. 29: Temporary Services in a Higher Class (TSHC)

**00-009** General Letter No. 33: Delegation of Authority for Leaves of Absence with Pay for five or more days

**00-008** NP-5 (Protective Services) Salary Schedules

**00-007** General Letter No. 28: Educational Leave of Absence

**00-006** Provisional Appointees

**00-005** General Letter No. 193 Amended - Establishment of Anniversary Date for New Employees in Classes Covered by Collective Bargaining (except NP-4 and NP-1)

**00-004** Observance of holidays - 200

**00-003** General Letter No. 102 Rev.-Personal Leave Days

**00-002** Medical Certificate Form P33

**00-001** Review of General Letters

For more information on these  
memoranda,  
visit the DAS website at:

<http://www.das.state.ct.us/HR/om/bhrndir.htm>

# EXTRA! EXTRA! Get the training you need

## *DAS' HRLC announces summer training schedule*

Human resources professionals face an ever-changing environment. HR personnel are constantly called upon to address questions and situations that are new to them and new to the human resources field. DAS' Human Resources Business Center (HRLC) provides the training you need to keep current on HR issues. Below is the HRLC summer curriculum. For more information, contact Kathleen Sullivan at (860) 713-5231.

### **Americans with Disabilities Act:**

Courses include; ADA: The Next Generation, Reasonable Accommodation within the ADA, and Disability in the Workplace Awareness and Sensitivity. As most HR professionals know, Title I of the Americans with Disabilities Act (ADA) requires all employers, including the state, to accommodate and provide equal opportunity to individuals with disabilities.

### **Fundamentals of the Family and Medical Leave Act**

This course addresses such issues as: When to start the federal FMLA clock ticking and when to count state leave time; How to calculate the amount of leave to which an employee is entitled and how to properly code the leave in the state personnel systems; and how to determine eligibility under the federal and state family medical leave laws.

### **Everything You Always Wanted to Know about Classification and Compensation**

Understanding the principals of position classification, compensation and job evaluation in Connecticut state employment enables human resource professionals to hire, promote, manage, and retain employees more successfully.

### **Recruitment and Retention: Fundamentals of Recruitment and Advertising & Interviewing for Success** *(seperate class)*

Recruiting qualified candidates and successfully interviewing them for employment is a highly competitive

and time consuming endeavor in today's economy. Human Resource professionals who want to maximize their recruitment efforts will learn proven tools and strategies that will improve recruitment results, lower costs, and reduce the time to fill vacancies.

### **Sexual Harassment Prevention Training for Supervisors & Managers**

Connecticut law requires that all employers with 50 or more employees provide sexual harassment prevention training to all supervisors. This training can also help agencies avoid costly lawsuits and judgments, and HR problems such as absenteeism, low morale and diminishing productivity.

### **CareerPower Trainer Certification**

Having a CareerPower Trainer at your agency will enable your employees to participate in the CareerPower program – a three-day program that teaches employees to set realistic goals and strategies to improve their skills and advance their careers. CareerPower Trainers also teach managers and supervisors five proven techniques that will enable them to become CareerPower Coaches, helping employees achieve their goals and maximize their skills.

### **Workplace Violence Prevention: How to Conduct a Workplace Violence Investigation**

A poor investigation of a threatening incident at work may put employees and customers at risk, and may result in claims of unequal treatment and discrimination. In this class, participants will learn the critical steps to take to prepare for an investigation to ensure successful, liability-free results.

### **Legal Impacts of Workplace Violence**

Human Resource professionals have the difficult task of trying to prevent and manage the risk of workplace violence in their agencies, while attempting to steer clear of legal obstacles. In this class, participants will discuss legal issues as they relate to workplace violence prevention.

### **APS**

#### **Introduction to Automated Personnel Systems (APS)**

All state employees who perform personnel functions must understand the APS system to effectively perform their jobs. In this class, participants will learn how to establish positions within state service, how to answer classification questions using APS, and how to reclassify positions for promotions and other purposes.

#### **Performance Assessment and Recognition System (PARS) Training**

On or after July 1, 2000, all agencies will have to generate Forms 301 for each managerial employee to implement PARS (Performance Assessment and Recognition System) increases. In this class, participants will learn all the intricacies of PARS and 301 forms.

# Recruitment Corner

Use your website as a recruiting tool. A well designed website can attract candidates and develop long-term relationships with them.

When using print advertising, be sure to refer to your website for more information. Since you're directing potential applicants to your website for complete details, your advertisements can be smaller, and you save the agency money. A brief job announcement in the daily newspaper with directions to your website where full details of the job can be listed will be more effective than a



one time large expensive display ad - and gather more applicants.

In time, this can also generate visitor loyalty to your website. A visually appealing, constantly updated, and informative website will keep customers coming back for more information.



CONNECTIONS

**John G. Rowland**  
*Governor*

**John McKay**  
*Editor*

**Barbara A. Waters**  
*Commissioner*



**Human Resources Business Center**  
**165 Capitol Avenue**  
**Hartford, CT 06106**